

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P.O. Box 2870
Portland, Oregon 97208-2870

CENWD-IM
Regulation
No. 25-1-2

9 July 2003

Information Management
NORTHWESTERN DIVISION (NWD) OFFICE AUTOMATION CONFIGURATION
MANAGEMENT

History. This publication revises Northwestern Division (NWD) regulation NWDR 25-1-2.

Summary. This regulation describes the Northwestern Division office automation baseline direction. It establishes (1) software baseline requirements; (2) hardware minimum recommendations; (3) software and hardware configuration; and (4) targets for implementation and update process as required. Organizations must recognize that improvements in automation capabilities will require them to upgrade their systems if they are not yet using the NWD automation configurations described herein. Organizations must adhere to this direction when enhancing automation assets and systems. Appendix A and B will be updated annually.

Supplementation. Supplementation of this regulation is prohibited without prior approval by the Commander, Northwestern Division, Attn: CENWD-IM, P.O. Box 2870, Portland, Oregon 97208-2870.

1. PURPOSE. The purpose of this regulation is to establish a common office automation baseline throughout NWD.
2. APPLICABILITY. This regulation is applicable to all elements of NWD.
3. REFERENCES.
 - a. Executive Order 13123, Greening the Government through Efficient Energy Management, June 3, 1999.
 - b. Engineering Regulation 700-1-1, USACE Supply Policies and Procedures.
4. RESPONSIBILITY. The Director (DIM) and Chiefs of Information Management (CIM) are responsible for planning, managing and maintaining all Information Technology (IT) related assets and thus for assuring that this regulation is the basis for automation configurations under their oversight. The NWD Configuration Control Board (CCB) will provide to the CIM's and

*This regulation supersedes NWDR 25-1-2, 18 Jan 2002.

the NWD Information Resource Management Steering Committee (IRMSC) advice on standards and strategic direction by participating in periodic committee sessions. The CCB will update appendices A and B annually. The IRMSC in turn will meet at a minimum, annually to review this regulation for approval, update the baseline configurations, and establish target implementation dates as required.

5. GENERAL. This regulation does not include CADD or GIS systems. It addresses only the office automation desktop computer baseline used by organizations under the purview of the Commander, Northwestern Division, U.S. Army Corps of Engineers.

6. SOFTWARE.

a. The CCB will recommend software configuration standards for all NWD organizations based on Information Systems Modernization Program (ISMP) guidance, scalability, and portability. Specific products, versions and target planning and implementation dates are specified in Appendix, A which is updated annually. Upon approval of the CCB recommendations the IRMSC will specify products in the following categories:

(1) Desktop operating systems and Network operating systems.

(2) Office/desktop automation applications. Word processing, spreadsheet, business graphics, electronic document interchange, database, forms management, calendar, electronic mail, virus protection, security, Internet browser, enterprise management software, virtual private network (VPN), remote access security (RAS), collaboration software and desktop products that directly support standardized corporate systems and business processes.

b. Subordinate organizations are required to submit plans to bring them into compliance, with target dates for deployment as close to the NWD target deployment dates as feasible under local funding constraints. These plans should be incorporated in the District Information Mission Area (IMA) Strategic Plan and should include the Initiatives and Resources Acquisition Plan.

7. HARDWARE. Office automation hardware acquired within NWD must provide compatibility with the HQUSACE ISMP, and minimally satisfy the recommended configurations in Appendix B.

8. BENEFITS. This direction will take advantage of common training, compatible software and hardware, and lower costs. The core baseline office automation will result in the following benefits:

a. Improve User Productivity. Productivity improvement will be realized with consistent user and security interfaces, integrated applications, and data sharing.

9 July 2003

b. **Improve Efficiency.** The efficiency will be improved through common tools, a common open systems environment, use of commercial products, software reuse, and information technology resource sharing.

c. **Improve Interoperability.** Use of standards will permit interoperability improvements across applications and business units.

d. **Improve Reusability.** Use of standards will permit the establishment of repositories of reusable components, which can be shared at the MSC and District levels.

e. **Enhance Regional Business Center processes** with electronic documents routing and scheduling throughout the entire NWD.

f. **Reduce Life Cycle Costs.** Use of standards will foster the objectives stated in the previous paragraphs. Once those objectives are realized, such costs as hardware and software maintenance and user training will be significantly reduced.

g. **More efficient and cost effective network, desktop, and customer support service** through enterprise management processes and regional business center focus of support wherever feasible.

9. **PLANNING.** IT plans are required each year in all subordinate organizations and must be in conformance with baseline defined in appendices A and B. IT plans are subject to QC review during Command inspections.

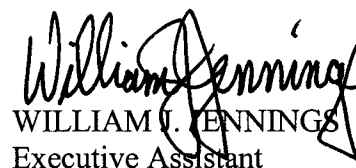
10. **POINT OF CONTACT.** Further information concerning this regulation may be obtained from CENWD-IM at (503) 808-4051.

FOR THE COMMANDER:

2 Appendices

App A – Baseline Software Requirements

App B – Minimum Hardware Recommendations


WILLIAM J. JENNINGS
Executive Assistant

DISTRIBUTION:

<https://www.nwp.usace.army.mil/im/r/regs/nwdr.html>

CENWD-IM

CENWK-IM

CENWO-IM

CENWP-IM

CENWS-IM

CENWW-IM

APPENDIX A BASELINE SOFTWARE REQUIREMENTS

1. Baseline as used in this document is interpreted to be the minimal core products and/or versions of products that are to be deployed for use throughout the Northwestern Division. It does not preclude the use of other software or operating systems when there is an appropriate need for them.
2. The baseline for desktop/network operating systems can only be exceeded after that version of operating system has officially been certified for Corps use by USACE.
3. Users of software versions greater than the baseline are responsible for insuring any files shared between organizations are provided in a format compatible with the baseline version of the specific software used.
4. Planning: Subordinate organizations are required to establish IT plans to bring them into compliance. These plans must be incorporated in each District IMA Strategic Plan, which includes major initiatives, and IT resources acquisition plan.
5. Implementation Target: The office automation suite software identified in this appendix is the Division standard, targeted to be deployed on all desktops.

CORE APPLICATION	:	BASELINE SOFTWARE
File, Mail Server and Print Server Network Operating System	:	WINDOWS 2000 Server/Advanced Server. Limited NT 4.0 servers allowed until Active Directory deployment. NOTES: Linux and Solaris can be utilized for special applications (i.e. GIS, CADD, Sun systems, etc.) but not as a core Operating System for file, mail or print server applications. All Operating Systems must be authorized for usage by USACE before deployment. All remaining core servers must be running Windows 2000 by fourth qtr FY03 (except NT PDC/BDC). Windows Active Directory activated within all Districts upon approval of HQ for deployment.
Client Operating System	:	Windows 2000

(Baseline Software Requirements continued)

CORE APPLICATION : BASELINE SOFTWARE	
Office Automation Suite	: Office 2000 (standard or professional version). NOTES: Systems that cannot run Office 2000 must be replaced by end of FY03 funding permitting. To include: Word Processing : Microsoft Word 2000* Spreadsheet : Microsoft Excel 2000* Business Graphics : Microsoft PowerPoint 2000* Database : Access 2000* and Oracle 8 and SQL 7 Calendar & Electronic Mail client : Microsoft Outlook 2000*
Electronic Document Interchange	: Adobe Acrobat –version 5.1
Forms Management	: Form Flow - version 2.2
Project Management	: Microsoft Project 2000* or Primavera NOTE: P2 will use Primavera Corps-wide for project management when deployed
Virus Protection	: DoD or Army Contract software currently McAfee 4.5.1 and Norton CE7
Internet Browser	: MS Internet Explorer 5.5 or Netscape 4.7 that are compatible with CEFMS
Flowchart	: Visio –2000
Desktop Publishing and Graphics Art	: Due to the inherent complexity of graphical design software, and the steep learning curve for each product, a single standard desktop graphic application will not be specified at this time. It will be the responsibility of each District within NWD to ensure the graphic software applications they employ support native or export file formats usable by all intended recipients. Districts are required to provide suitable software utilities or applications to all recipients for viewing or using graphics files whenever the need arises.
Email Server	: Exchange 5.5
EMS	: SMS and CA Unicenter

APPENDIX B
MINIMUM HARDWARE RECOMMENDATIONS FOR NEW PURCHASES

1. Planning: Subordinate organizations are required to establish IT plans to bring them into compliance. These plans must be incorporated in the District IMA Strategic Plan, which includes major initiatives, and IT resources acquisition plan.
2. Implementation Target: Plan at NLT 20% to 33% replacement per year. The effective life of a desktop computer should be considered three and no more than five years.

DESKTOP COMPONENT		DESKTOP SPECIFICATION
Central Processing Unit	:	Intel or AMD processor operating at a minimum of 1.6 GHz, capable of running Windows 2000 and Office 2000.
Random Access Memory	:	256 MB
Hard Disk Drive	:	40 GB / ATA100 / 7200 RMP
Floppy Disk Drive	:	3 ½ inch, 1.44 Mb capacity
Backup device to save 'My documents' and other critical data	:	Either network backup, or desktop PC should have a means of backing up critical data.
Optical Disk Drive	:	CD-RW/DVD combination
Network Interface	:	10/100 Mbps
Monitor and video	:	Color 17" monitor and 32 MB of RAM on the video card. Monitor should be capable of displaying up to 1280 x 1024 pixels. Flat Panel monitors optional, funding permitting.
Sound Support	:	Soundblaster compatible with speakers.
Additional Interface	:	A minimum of 2 – USB2 ports
LAPTOP COMPONENT		LAPTOP SPECIFICATION
Central Processing Unit	:	Intel or AMD processor operating at a minimum of 1.0 GHz, capable of running Windows 2000 and Office 2000
Random Access Memory	:	256 MB
Hard Disk Drive	:	40.0GB
Floppy Disk Drive and CD-RW/DVD	:	1.44MB 3 ½ " half height and 32X
Network Interface / modem (optional)	:	10/100 Mbps/V90 56K
Display	:	12 inch Active Matrix capable of displaying up to 1024 x 768 pixels.
Additional Interface	:	A minimum of 1 – USB2 port
CEFMS compatible Laptop	:	Dell Latitude 'C' series with C-dock docking station for use with CEFMS signature card reader

(*Minimum* Hardware Recommendations for New Purchases continued)

PERSONAL DIGITAL ASSISTANT (PDA):	PDA SPECIFICATION
PDA	<p data-bbox="824 491 1422 596">: Windows CE, Pocket PC, Palm, or Blackberry device capable of Synchronization with MS Exchange.</p> <p data-bbox="824 638 1438 905">The Research In Motion (Rim) Model 957-8 Blackberry, with the NSA approved S/Mime Module [hardware S/MIME only, software S/MIME has been dropped from acceptance list], for the Cingular Wireless Mobitex Data Network is the only wireless two-way email device authorized for use by the Corps.</p> <p data-bbox="824 947 1438 1016">Justified on a case-by-case basis. Must be in IT Plan.</p>